



**REQUEST FOR SEALED PROPOSAL**  
**SECURITY SYSTEM FOR CENTRAL WAREHOUSE**  
**JUNE 6, 2016**

Sealed proposals will be received until **2:00 p.m. on Monday, June 27, 2016**, by the City of Martinsville to contract with a firm to furnish labor and all materials to install a new **Security System** at the City of Martinsville Central Warehouse, located at 990 Fishel Street, Martinsville, Va. This project is contingent upon funds being available. There will not be a formal bid opening.

**Scope of Work:**

The new security system will be installed at the **Central Warehouse building** located at 990 Fishel Street, Martinsville, Virginia. This project **does not** include the Garage, the Parks & Recreation building, the surrounding shelters, fences, or gates.

The City has a proxy card reading system in place at the warehouse complex. The software for this system is loaded on the Garage and Warehouse office computers to operate the main gate and the warehouse lot gate. The new system should be able to use our existing proxy cards. The new access control panel should be connected to the existing system/software. Please find the attached drawing of the warehouse layout detailing the locations of the new card reading system and new door locks.

The Warehouse building has **3 main double doors and 2 single doors** where **Card readers with Door Status Contacts** are to be installed, as follows:

1. Only the **front double door** will be a visitor's door to be used to gain access by the public. This door is to include a video intercom system and 3 master stations and door releases from each master. An electrified exit panic bar is to be installed on one side, with pull handle and key cylinder. The key cylinder is used in case power is disrupted to the reader. The key cylinder to be keyed alike to the other double door card reader systems. Hardware such as a continuous hinge, thresholds, door sweeps and astragal should be installed, if necessary. Adjust doors as needed. Existing proxy cards will be used with this system. Non-duplicating keys are required for these doors.
2. The double doors at the end of the hall, to the right of entering the building, are to be rehung to reverse the swing. Reinstall the door closer. An electrified exit panic bar is to be installed on one side, with pull handle and key cylinder. Key cylinder to be keyed alike to the other double door card reader systems. The key cylinder is used in case power is disrupted to the reader. Hardware such as a continuous hinge, threshold, door sweeps and astragal should be

installed, if necessary. Adjust doors as needed. Existing proxy cards will be used with this system. Non-duplicating keys are required for these doors.

3. The double doors at the end of the hall, to the left of entering the building, install an electrified exit panic bar on one side, with pull handle and key cylinder. The key cylinder is used in case power is disrupted to the card reader. Key cylinder to be keyed alike to the other double door card reader systems. Hardware such as a continuous hinge, threshold, door sweeps and astragal should be installed, if necessary. Adjust doors as needed. Existing proxy cards will be used with this system. Non-duplicating keys are required for these doors.

In summary, all lever sets with key cylinders for the above double doors are to be non-duplicating and keyed alike. **Please provide 15 non-duplicating keys for the double doors.**

4. The single door leading into the **Parts Department** has a single keyed lock. The City would like to install a card reader on this door. An electrified exit panic bar would be installed, along with a new lever set with key cylinder. The key cylinder is used in case power is disrupted to the card reader. Key cylinder to be keyed separately from any of the other doors. Hardware such as a continuous hinge, threshold, door sweep and astragal should be installed, if necessary. Adjust door as needed.

**This door requires 10 non-duplicating keys.**

5. The single door inside the Telecommunications Office is now a single keyed lock. The City would like the option to install a card reader on this door. An electrified exit panic bar would be installed, with new lever set with key cylinder, used in case power is disrupted to the card reader. Hardware such as a continuous hinge, threshold, door sweep and astragal should be installed, if necessary. Adjust door as needed. **We ask that this card reader price be quoted separately on the bid form.** Budget will determine if this system is installed.

**This door requires 10 non-duplicating keys.**

6. The City has **10 outside doors and 1 inside door** that requires new storeroom function lever sets with key cylinders to be installed. Each lock set should have a different key specifically for that room, so that security and privacy can still be in effect. Each lever set provided should require a key to enter the door and cannot be locked from the inside.  
Two of these 11 lock sets will be installed in the outside warehouse doors. Therefore, the two locks in these doors are to be keyed alike and require only **15 total keys**.

Provide **15** non-duplicating **Keys** for each of the other 9 doors.

Provide **6** non-duplicating **Master Keys** to work with all the locks described in this proposal.

Of the 11 rooms, 6 of the rooms have door closers already installed, and 5 do not. **Furnish and install 5 door closers where necessary. Please give a separate price on the bid form.** Adjust each door as needed.

It is very important that the successful vendor inspect all doors. There may be several doors that require adjusting especially the 2 doors in the warehouse inventory area. These doors have been on the building for years, so adjustment may be necessary to insure a secure and successful installation. It may require removal of these 2 doors for repair. Your turnkey price should include the adjustment charges.

Prices are to be for a turnkey job. Furnish labor, materials, and permits necessary for this project. Provide labor to install, program, test and train. Please give a detailed listing of items to be used for this project. Please separate the materials price from the labor price.

This proposal will be awarded on the following **selection criteria**:

1. Prices.
2. Start and finish dates. Give details.
3. Warranty, both equipment and workmanship. Give details.
4. Intercom system offered. Submit brochures for approval.
5. Payment Terms.
6. Service center location and response time.

To schedule a site visit, please contact Karen Mays by email [kmays@ci.martinsville.va.us](mailto:kmays@ci.martinsville.va.us) or Robin Legus by email [rlegus@ci.martinsville.va.us](mailto:rlegus@ci.martinsville.va.us).

The City does reserve the right to accept or reject any proposal, to waive any informalities, and to award this project in the best interest of the City. The City does reserve the right to negotiate with any or all vendors. We must stay within our budget amount for this project.

The City does require that this project be completed by August 31, 2016. Return pages 4, 5 and 14.

## **INCURRING COSTS**

The City of Martinsville is not liable for any costs incurred by contractors prior to issuance of a contract.

### **A. IMMIGRANT REFORM AND CONTROL ACT OF 1986**

By signing its SOQ, the offeror certifies that it does not and will not during the performance of this contract violate the provisions of Federal Immigration Reform and Control Act of 1986, which prohibits the employment of illegal aliens.

## **PROPOSAL PREPARATION & SUBMISSION**

### **B. SUBMITTAL**

Local, minority – owned, and female – owned firms are encouraged to respond. The City of Martinsville is an Equal Opportunity Employer. Proposals from minority, female, and local firms are invited. All responding firms / individuals shall comply with Executive Order 11246.

Respondents should submit proposals titled **CITY OF MARTINSVILLE CENTRAL WAREHOUSE SECURITY SYSTEM** to Karen Mays, Purchasing Agent, P. O. Box 1112, Martinsville, Virginia 24114-1112, **by JUNE 27, 2016, at 2:00 p. m.** Proposals also may be hand delivered or sent by postal mail or FedEx or UPS to the City of Martinsville Central Warehouse, 990 Fishel Street, Martinsville, Va. 24112-3248.

The offeror shall be fully responsible for all costs incurred in the development and submission of the proposal.

If you desire not to respond to this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address.

The City of Martinsville may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of reason why a particular proposal was not deemed to be the most advantageous). The procurement of these services shall be in accordance with the Virginia Public Procurement Act and the City's Purchasing Policies.

### **REFERENCES:**

Proposal shall provide a list of at least 3 references where similar services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

ORGANIZATION ADDRESS CONTACT PERSON TELEPHONE

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Signature Sheet**  
**Central Warehouse Security System**

My signature certifies that the proposal as submitted complies with the Scope of Work and all General Terms and Conditions as set forth in this Request for Proposal.

My signature further certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I understand collusion is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to this proposal by all conditions of the proposal and certify that I am authorizing to sign this proposal.

To receive consideration for award, this signature sheet must be returned to the Purchasing Department as it shall be a part of your response.

If there are any parts of the terms and conditions that your company cannot meet, please indicate which ones on an attached page.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Official Title: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

## **GENERAL TERMS/ CONDITIONS**

### **C. EQUAL OPPORTUNITY**

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions for this non-discrimination clause.
2. The Contractor also shall not discriminate against any handicapped person in violation of any state or federal law or regulation and shall also post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this additional non-discrimination clause.
3. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such contractor is an equal opportunity employer.
4. Notices, advertisements, and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
5. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
6. The Contractor will otherwise comply with all other applicable provisions of local, State, and Federal law.

### **D. DRUG FREE WORK PLACE**

During the performance of this contract, the contractor agrees to:

1. Provide a drug-free workplace for the contractor's employees
2. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

3. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
4. Include the provisions of the foregoing clauses in every subcontract or purchase order of or over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

“Drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### **E. INSURANCE**

The Contractor shall not commence work under this contract until he has obtained all the insurance required hereunder and such insurance has been approved by the City of Martinsville; nor shall the Contractor allow any Subcontractor to commence work on his subcontract until all similar insurance has been so obtained and approved. Approval of the insurance by the City shall not relieve or decrease the liability of the Contractor hereunder.

Worker's Compensation including Occupational Disease and Employer's Liability Insurance: The Contractor shall take out and maintain during the life of this Contract Workers' Compensation and Employer's Liability Insurance for all of his employees to be engaged in work on the project under this contract in an amount no less than the minimum allowed by the State Corporation Commission, and in case of such work is sublet, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

Comprehensive General Liability Insurance: The Contractor shall maintain during the life of this Contract comprehensive general liability insurance as shall protect him, the City of Martinsville and its offices, agents and employees, and any Subcontractors performing work covered by this Contract from claims for damage for personal injury, including death, as well as from claims for property damage, which may arise from operations under this Contract, whether such operations by himself or by any Subcontractor, or by anyone directly or indirectly employed by either of them. The amount of such insurance shall not be less than a combination single limit of \$1,000,000 per occurrence on bodily injury and property damage and \$1,000,000 aggregate on completed operations. The comprehensive general liability insurance shall provide the following coverage:

Comprehensive  
Premises – Operation  
Products/Completed Operations Hazard  
Contractual Insurance  
Underground Hazard  
Explosion & Collapse Hazard  
Independent Contractor and Subcontractor  
Broad Form Property Damage  
Personal Injury  
Builders Risk

Automobile liability insurance minimum combined single limits of \$1,000,000 for any one person and subject to the same limit for each person, \$1,000,000 on account of any one accident. This insurance shall include bodily injury and property damage for the following vehicles:

Owned Vehicles  
Non-owned Vehicles  
Hired Vehicles

Umbrella Policy. At the option of the Contractor, primary limits may be less than required, with an umbrella policy providing the additional limits needed. This form of insurance will be acceptable provided that the primary and umbrella policies both provide the insurance coverage's herein required. However, any such umbrella policy must have minimum coverage limits of \$3,000,000.00.

All policies shall name the City of Martinsville, its officers, agents, and employees, as additional insured. This coverage shall be reflected on the Certificates of Insurance (including any endorsements or riders thereto), which will be provided to the City. Each Certificate of Insurance shall require that notice be given thirty (30) days prior to cancellation or material change in the policies to the Director of Purchasing.

Written evidence of the insurance required herein shall be filed with the City not later than thirty (30) days following the date of the award of the Contract. A copy of the evidence of insurance shall be filed with the Director of Purchasing.

#### **F. OBSERVANCE OF LAWS**

The Contractor at all times shall observe and comply with all Federal, State and City laws, bylaws, ordinances and regulations in any manner affecting the conduct of the work or applying to employees on the project, as well as all orders or decrees which have been promulgated or



enacted, by any legal bodies or tribunals having authority or jurisdiction over the work materials, employees or contract.

**G. PERFORMANCE**

In case of default by the Contractor, the City of Martinsville may procure the services from other sources and hold the Contractor responsible for any excess costs occasioned thereby.

**H. PERMITS**

The Contractor shall, at his own expense, secure any business or professional licenses, permits or fees required by the City of Martinsville, Commonwealth of Virginia or any other requesting agency having jurisdiction. Contact the Commissioner of Revenue's Office at 276-403-5131 for details and instructions.

**I. SUBCONTRACTS**

No proposed subcontractor shall be disapproved by the City of Martinsville except for cause.

The Contractor shall be as fully responsible to the City of Martinsville for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them as he is for the acts and omissions of persons directly employed by him.

The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to require compliance by each subcontractor with the applicable provisions of the Contract for the improvements embraced in this Contract.

Nothing contained in the Contract shall create any contractual relation between any subcontractor and the City.

**J. WORK CHANGES**

The City of Martinsville without invalidating the contract, and without notice to any surety, may order changes in the work within the general scope of the contract consisting of additions, deletions or other revisions, providing the total amount added or eliminated does not exceed twenty-five percent (25%) of the total contract price, or \$10,000, whichever is greater. All such changes in the work shall be authorized by change order, and shall be executed under the applicable conditions of the contract documents.

The cost or credit to the City resulting from a change in the work shall be determined by unit prices subsequently agreed upon or by mutual acceptance of a lump sum properly itemized, or on the basis of cost of Work plus a Contractors Fee for overhead and profit as determined below.

Should concealed conditions encountered in the performance of the work below the surface of the ground or hidden in existing structures be at variance with the conditions indicated by the contract documents, the contract price may be equitably adjusted by change order upon claim by either party and approval of the other party, made within either party and approval of the other party, made within twenty (20) days after the first observance of the conditions.

The Contractor shall promptly, and before such conditions are disturbed, notify the Project Manager in writing of: (a) subsurface or latent physical conditions at the site differing materially from those indicated in this contract, or (b) unknown physical conditions at the site, of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. The Project Manager shall promptly investigate the conditions, and if he finds that such conditions do so materially differ and cause an increase or decrease in the contractor's cost of, or the time required for, performance of this contract, and equitable adjustment shall be made and the contract modified in writing accordingly. Any claim of the Contractor for adjustment hereunder shall not be allowed unless he has given notice as above required; or unless the Project Manager grants a further period of time before the date of final payment under the contract.

#### **K. ETHICS IN PUBLIC CONTRACTING**

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered into by this City. A copy of these provisions may be obtained from the Purchasing Agent upon request.

The provisions of this article supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§2.1-348 et. seq.), the Virginia Governmental Frauds Act (§18.2-498.1 et. seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

#### **L. HOLD HARMLESS CLAUSE**

The Contractor shall, during the term of the contract, indemnify, defend, and hold harmless the City, its' officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

**M. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

City of Martinsville government is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990.

Specifically, City of Martinsville, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

**N. TERMINATION**

Subject to the provisions below, the contract may be terminated by the City upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the City until said work or services are completed and accepted.

1. Termination for Convenience - In the event that this contract is terminated or canceled upon request and for the convenience of the City, without the required thirty- (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
2. Termination for Cause - Termination by the City for cause, default or negligence on the part of the firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty- (30) days advance notice requirement is waived in the event of Termination for Cause.
3. Termination Due to Non-Appropriation of Funds in Succeeding Fiscal Years - When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

**O. RECORD RETENTION; AUDITS**

The contractor shall retain, during the performance of the contract and from the completion of the contract, all records, including computerized records, pertaining to the contractor's proposal and any contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers; other reimbursement supported by invoices; ledgers; canceled checks; deposit slips; bank statements; journals; contract amendments; insurance documents; memoranda; and correspondence. Such records shall be available on demand and without advance notice during normal working hours.

The City may perform in-progress and post-contract audits of the contractor's records as a result of a contract awarded pursuant to this RFP. Such records shall be available on demand and without notice during normal working hours.

**P. ASSIGNMENT OF CONTRACT**

The successful offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.

**Q. ANTITRUST**

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Martinsville all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the City of Martinsville, relating to the particular goods or services purchased or acquired by the City of Martinsville under said contract.

**R. QUALIFICATIONS OF OFFERORS**

The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services and the offeror shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The City further reserves the right to reject any proposal) if the evidence submitted by, or investigations of, such offeror fails to satisfy the City that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**S. NONDISCRIMINATION OF CONTRACTORS**

A proposal, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in

employment or because the proposal or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

**T. PROPOSAL ACCEPTANCE PERIOD**

Any proposal in response to this solicitation shall be valid for (30) days. At the end of the (30) days, the proposal may be withdrawn at the written request of the proposer. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

**U. PIGGY BACK CLAUSE**

According to the State of Virginia Public Procurement Act, any other state, local or government agency may use this bid as a basis for procuring such items.

**V. CLEANUP**

The Contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by his operations. At the completion of the work, he shall remove all his waste materials and rubbish from and about the project as well as all his tools, construction equipment, machinery, and surplus materials.

If the Contractor fails to clean up at the completion of the work, the City of Martinsville may do so and the cost thereof shall be charged to the Contractor.

**CITY OF MARTINSVILLE  
BID FORM**

**TO: CITY OF MARTINSVILLE  
CENTRAL WAREHOUSE**

The undersigned has carefully examined the Specifications and hereby declares to furnish a Security System with card readers, and key cylinder locks, in the manner prescribed in these specifications, for the following price/s:

Materials Costs for a complete installation \$ \_\_\_\_\_

Labor Costs for a complete installation \$ \_\_\_\_\_

Card Reader System for Telecommunications Office \$ \_\_\_\_\_  
(Include all materials, & labor to install)

Furnish & Install 5 Door Closers \$ \_\_\_\_\_

Give Warranty Information \_\_\_\_\_

Please list any exceptions to these specifications.

For inquiries, please email Karen Mays at [kmays@ci.martinsville.va.us](mailto:kmays@ci.martinsville.va.us). I will return the answers by email. If necessary, an addendum will be sent to each bidder.

Quote a delivered price to the City of Martinsville. F.O.B. Martinsville, Va. Freight prepaid and allowed.

Include this page with any submittals.

**Vendor Name**

\_\_\_\_\_

**By** \_\_\_\_\_

**Mailing Address**

\_\_\_\_\_

\_\_\_\_\_

**Signature & Title**

\_\_\_\_\_

**Date**

**Email Address**

\_\_\_\_\_

**Phone & Fax Numbers**

\_\_\_\_\_